

DD/S 66-2740

25 MAY 1966

MEMORANDUM FOR: Director of Central Intelligence

SUBJECT : Kaiser Aluminum Booklet on Communication

1. This memorandum is for your information only.
2. On 17 May 1966, you asked whether or not this booklet should be required reading for the interdepartmental groups and seminars that we sponsor. The Office of Training has reviewed the booklet and considers it to be a clear and well-presented summary of findings that have been incorporated in numerous works on human relations, semantics, and communications in general. The booklet will be useful in our Career Training, Writing Workshop, and Management Courses. It will be available to interdepartmental groups; however, we recommend against presenting it as required reading.
3. One hundred copies are being obtained for the uses mentioned above.

SIGNED Alan M. Warfield

Alan M. Warfield  
Acting Deputy Director  
for Support

cc: DD/I

A-DD/S/AMW:bak(25 May 66)

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FILE Training

**Mr. Helms**  
**Admiral Raborn**

**Attached is a memorandum concerning the  
Kaiser Aluminum Booklet on Communication,  
about which you asked on 17 May 1966.**

SIGNED Alan M. Warfield

**Alan M. Warfield**

A-DD/S/AMW:bak(25 May 66)

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DD/S 66-2746: Memo to DCI fm A-DD/S dtd 25 MAY 1966,  
subj: Kaiser Aluminum Booklet on Communication